

**CERTIFIED CONNECTICUT MUNICIPAL ASSESSORS
COMMITTEE MEETING**

Thursday – March 14, 2019

Office of Policy & Management

Intergovernmental Policy Division Conference Room 4A

450 Capitol Ave, Hartford, CT

The meeting was called to order by Ann Marie Heering, Chair at 1:04 p.m.

Members present: Ann Marie Heering, Dave Dietsch, Lucy Hussman, Shawna Baron, Mary Huda, Tom DeNoto and Jennifer Gauthier, OPM Rep.

Guest: Brian Smith – CCMA Course IB Instructor

CCMA Exam Review

The Committee went into executive session to review with the course instructors, Brian Smith and Tom DeNoto, the CCMA Exam questions that pertain to CCMA Course IB – Connecticut Assessment Valuation. There also was a review of the 2018 UCONN Instructor Evaluations for Course IB.

The executive session began at 1:05 p.m. and ended at 2:43 p.m.

Brian Smith left the meeting at this time.

Secretary's Report

Ann Marie Heering noted a correction to the minutes of the February 14, 2019 Meeting. Page 2 – CCMA Courses paragraph 2 should read as follows: "There also was a discussion about the need to update the curriculum for CCMA Course IIB. The CCMA Committee, the CAAO Curriculum Development Committee and the Course IIB Instructors will begin this task."

Dave Dietsch made a motion to accept the minutes as amended of the February 14, 2019 Meeting. The motion was seconded by Mary Huda. The motion passed. Tom DeNoto abstained.

Treasury Report

The balance as of February 14, 2019 was \$3,566.73. With deposits of \$40.00 and disbursements of \$177.30 the balance as of March 14, 2019 is \$3,429.43. Tom DeNoto made a motion to accept the Treasury Report. The motion was seconded by Jennifer Gauthier. The motion passed.

2019 CCMA Recertifications

CCMA II – 3 applicant

Ann Marie Heering, approved

Irene E. Luciano, approved

David Wheeler, tabled

Tom DeNoto made a motion to approve the 2 applicants and table the one applicant as listed above for CCMA II Recertification. The motion was seconded by Dave Dietsch. The motion passed. Ann Marie Heering recused herself from voting.

The CCMA Committee is going to request more details on attendance records for IAAO/CAAO sponsored webinars.

OPM Representative

Jennifer Gauthier reported on a letter from Jonathan Harris, Undersecretary to the CCMC Chairman & CCMC President regarding Tax Collection Certification Courses and the CCMC Committee selection process for register persons. Reference is made to State Statute 12-130a – “any person may participate in training courses on tax collection practices prescribed by said committee...”

CCMA Courses

Ann Marie Heering talked to Shelby Jackson, Chair of the Curriculum Development Committee to make him aware of the plan to update the curriculum for CCMA Course IIB.

Recertification Credit Hours Request

The CAAO Education Committee requested approval of 29 hours of recertification credits for the Annual Assessor School Workshops that are going to be offered June 3 – June 7, 2019 at UCONN. Dave Dietsch made a motion to approve the workshops as presented. The motion was seconded by Mary Huda. The motion passed

The Society of Professional Assessors requested approval of recertification credits for the Annual New Jersey Seminar to be held on April 5, 2019 at the Holiday Inn in Hasbrouck Heights, NJ. Dave Dietsch made a motion to approve 3 hours of recertification credits for the morning session and 2 hours of recertification credits for the afternoon session. The motion was seconded by Tom DeNoto. The motion passed.

Old Business

Badges – CAAO has agreed to split the cost of the original purchase of equipment and supplies to make the badges for current CCMA designees. The badge will include a photo and hopefully will be ready for UCONN in June. There was a discussion about the charge to reprint a lost badge and how to cover the cost of new CCMA designees in the future.

New Business

The CAAO IT Committee has inquired about scanning and archiving the instructor’s materials for the CCMA Courses. There was a discussion about the importance of having this information but also where it would be stored and who would have access to the material. Ann Marie Heering will talk to Cassandra Thompson, Chair of the IT Committee.

Brandry Landrie has requested proof that she attended and successfully completed CCMA Courses IA & IB. A copy of her certificate for IA and a letter of successful completion of IB were found in her file and will be emailed to Ann Marie Heering.

There was a question as to whether Charles Danna is still a CCMA II. A copy of the certificate in his file expired on December 31, 2017.

There was a discussion about the CCMA Committee State of CT email address that was set up a few years ago. Jennifer Gauthier will see if it is still active and will find out how to access the email account.

The meeting adjourned at 3:54 p.m.

The next Special Meeting is scheduled for April 11, 2019 at 10 a.m., OPM, Hartford and it will be followed with the Regular Meeting at 1 p.m.

Respectfully submitted,

Lucy Hussman